

2002-2003 WRITING PORTFOLIO AUDIT

Rationale and Procedures

During June and July 2003, the Kentucky Department of Education (KDE) will conduct an audit of 4th, 7th, and 12th grade Writing Portfolio scores submitted by schools throughout the state. Audits have been a regular part of the Writing Portfolio program since the 1992-93 Audit. As with prior audits, the 2002-2003 Writing Portfolio Audit will be conducted with the express intent to either verify or adjust scores for all portfolios from schools selected for auditing. Final results of the Audit will be combined with On-demand Writing scores to calculate the 2002-2003 Writing Index for each audited school.

This document provides detailed information concerning the objectives, procedures, verification, and reporting for the 2002-2003 Writing Portfolio Audit. Since all Kentucky schools housing grades 4, 7, and 12 will be eligible for audit selection, it is important that all superintendents, district assessment coordinators, principals, and other interested school personnel be aware of the objectives, procedures, and potential ramifications of the Writing Portfolio Audit.

OBJECTIVES

The portfolio audit has been designed and will be conducted to fulfill the following objectives:

- Provide a broad picture of statewide scoring accuracy
- Provide data to inform necessary training
- Encourage schools to attend to the accuracy of their scoring
- Ensure that discrepant scores are adjusted
- Establish an environment where auditing is a regular occurrence within the system

To accomplish all of these objectives, a combination of purposeful and random selection of schools will be employed. This type of selection process allows KDE to address the concerns, recommendations, and needs of a variety of audiences (audit participants, Kentucky scoring teachers, district- and school-level administrators, and external review experts) while retaining an environment of equity for all schools.

SELECTION PROCESS

KDE will identify schools for auditing using a two-stage selection process. All schools in which accountability portfolios are developed and scores are submitted will be eligible for selection. Both of the following selection processes will be done by school level (i.e., elementary, middle and high school).

Purposeful Selection

1. A 2002 Academic Index that *excludes* the Writing Portfolio will be calculated.
2. Using simple linear regression (SLR), the 2002 Academic Index calculated in (1) and the 2002 Writing Portfolio Index will be used to create a prediction formula (the Academic Index will be used to predict the value of the Writing Portfolio Index).
3. Schools will be rank-ordered based upon the difference between their actual Writing Portfolio scores and their predicted scores.
4. Those schools with the largest difference between their actual Writing Portfolio scores and their predicted scores will be selected for the purposeful sample. Note that two-thirds of the schools selected will have Writing Portfolio scores larger than predicted while only one-third of the schools selected will have Writing Portfolio scores lower than predicted.
5. Only 20% of students in the Audit will be selected purposefully. (The 20% is a target value and may vary slightly from the actual number of Portfolios selected.)

Random Selection

After the purposeful selection process has been completed, the remaining schools will be selected at random. This process ensures that any school may be selected for auditing. Approximately 80% of students in the Audit will be selected randomly.

Note that a school will not be included in the random sample if the school was selected randomly in each of the last two years.

SUBMITTING PORTFOLIOS

After purposeful and random selections of schools have been completed, schools will be notified of their inclusion in the audit (May 2003). Selected schools will ship to CTB all portfolios for which original scores were assigned. CTB will be responsible for proper care of all portfolios once they are received and until they are shipped back to schools. To protect against damage or loss of portfolios during shipment, audited schools will be required to photocopy all portfolios before shipping. Schools will be reimbursed by the Kentucky Department of Education for photocopying costs. Reimbursement information and shipping instructions will be provided with the audit notification letter.

So that the portfolios that are scored during auditing provide the same evidence as those originally scored by teachers, no photocopies of portfolios will be accepted. Please note that student names and other identifiers do not need to be removed from submitted portfolios, as the Audit is a fully confidential and secure procedure.

Should any school fail to submit any portfolios for which original scores were reported, the Audit score for those portfolios will be assigned a value of zero (i.e., Novice Non-Performance).

LOCATION AND SCORING TEAM

The 2002-2003 Writing Portfolio Audit will occur in Indianapolis, Indiana, using CTB/McGraw-Hill's professional writing scoring teams. Evaluators will be selected from a pool of applicants that regularly scores writing assessments. The audit team will be comprised of college graduates, including former classroom teachers, educational administrators, writers, editors, retired business people, and other professionals. Evaluators will be selected based on their demonstrated level of experience and accuracy. In addition, all evaluators will be required to qualify in order to score audit portfolios. This qualifying procedure, discussed below, is the same as that employed when Kentucky teachers participate in large-scale scoring activities.

TRAINING AND SCORING PROCEDURES

Training

The Writing Portfolio Consultants from the Kentucky Department of Education and CTB/McGraw-Hill will train all team leaders and evaluators using the same procedures and materials used to train all scoring teachers in Kentucky during the school year. The training materials used include the same Holistic Scoring Guide and the "Writing Portfolio Scoring: Teacher's Handbook" used by educators scoring portfolios in-state. In addition, the CTB Writing Portfolio Supervisors will train team leaders and evaluators in operational and documentation procedures. KDE personnel will monitor the auditing session to ensure that the quality of both the scoring accuracy and operational procedures are maintained throughout the entire process.

Scoring

Portfolios will be packaged within grade levels. A scannable score sheet with a pre-printed student lithocode and grade level will be inserted into each portfolio folder. Evaluators will carefully read each portfolio. Using their scoring guide and training, they will assign a score for each portfolio.

As the packets of portfolios are scored, the readers' score sheets will be scanned to compare the audit score to the original score assigned by the school. If these scores agree, the original score will stand as the score of record. If these scores do not agree, the portfolio will be scored a second time. After the second audit score is assigned, all three scores (original, first audit, and second audit) will be compared. Any two of the three scores which agree will stand as the score of record. If all three scores differ, the portfolio will be scored by a final scorer of record (KDE or CTB Writing Portfolio Supervisor). It is important to note that scorers are not aware of any previously assigned scores (original scores assigned by the schools or scores assigned by other auditors).

VERIFICATION OF QUALITY RESULTS

Two of the most critical aspects of the auditing process are to ensure that results are reliable and to provide schools with accurate and consistent information. Therefore, a comprehensive verification process will be an integral part of the audit. A description of each component in this verification process follows.

Qualifying

Prior to scoring, all evaluators and team leaders must demonstrate a high level of scoring accuracy on sets of portfolios with scores that have been pre-determined by the Kentucky Writing Advisory Committee and/or the Scoring Accuracy Assurance Team (a sub-committee of the Writing Advisory Committee). Those scorers who successfully qualify will begin scoring. Those scorers who do not successfully qualify will be released from scoring obligations.

Recalibration

Every morning prior to any scoring, all evaluators, team leaders and supervisors will review the scoring tools.

Consistency Check

CTB/McGraw-Hill's Team leaders will read behind 20% of the portfolios in every packet read by evaluators. If scoring discrepancies are noted, discussion and resolution will occur immediately. Scores assigned by both the evaluator and the team leader will be documented to check against original scores and to determine the internal level of agreement among scorers (consistency). This same consistency check will be conducted by Kentucky Department of Education Consultants and CTB Writing Portfolio Supervisors when reading behind team leaders. The results of the 20% Consistency Check will be used to verify the overall consistency in scoring demonstrated over the span of the Audit.

Audit Review

In addition to this consistent monitoring by team leaders and supervisors, a group of experienced Kentucky scorers who meet the qualifying standards required of CTB readers will be present during the beginning of the Audit to conduct the Audit Review. This team will be selected from a large group of teachers who have participated in a variety of statewide scoring activities and have demonstrated consistently high levels of scoring accuracy. Audit review scorers will be trained and qualified to score in the same manner as audit scorers. Portfolios scored in the Audit Review will include a random sample of 20% of all audited portfolios. After the Audit Review scoring is completed, the results of the Audit Review will be used to confirm the quality of the audit scoring.

Accuracy Check: Quality Control Portfolios

Quality Control Portfolios are portfolios with scores that have been pre-determined by the Writing Advisory Committee and/or the Scoring Accuracy Assurance Team, including portfolios that were used in previous audits and have been reconfigured to meet current portfolio configuration requirements. All readers will score and discuss two Quality Control Portfolios per day (one in the morning and one in the afternoon) in order to provide continual retraining to Kentucky standards. This same procedure will be used with the Audit Review Team (Kentucky teachers) to determine the accuracy of the Audit Review.

The scores from the quality control portfolios and read behinds will be averaged on a daily basis. If the standard of accuracy is maintained by the evaluator, the evaluator continues to score. If he or she falls below the standard, the evaluator is dismissed. This will assure that consistent standards of accuracy are being applied.

Observers

Scheduled observers are welcome during the audit. However, it is important to avoid any interference with the audit procedures. All arrangements for observations should be made by contacting Rhonda Sims of the Office of Assessment and Accountability, 502-564-4394. Only small groups can be accommodated at one time. Observers will be responsible for any costs they may incur.

REPORTING PROCEDURES

The following print information will be provided to audited schools:

A comprehensive document including:

- Training and Scoring Procedures
- Audit Results
- Audit Review Results
- Overall Quality Results

Score reports including:

- Student ID (lithocode number)
- Original Score
- Rescore
- 2002-2003 Writing Portfolio Index
- Cross-tabulation Charts
- Performance Level Data

Reports and supporting print materials will be delivered to district assessment coordinators during September 2003. District assessment coordinators will then provide results to audited school personnel.

CHANGES TO THE ACCOUNTABILITY INDEX

When all Audit and Audit Review procedures have been completed, and the results of the Audit have been verified, the scores assigned during the Audit will be used to calculate the Writing Index for all audited schools. All adjustments in scores will be reflected in this index. For example:

School A may submit 150 portfolios. The Audit and Audit Review may demonstrate that it is necessary to adjust scores for only 6 portfolios. School B may submit 60 portfolios, and the Audit and Audit Review may demonstrate that it is necessary to adjust scores for 49 portfolios. While School A has demonstrated a substantially greater level of accuracy than School B, both schools' individual portfolio scores will be adjusted to reflect the accurate scores assigned for each portfolio during the Audit.

If you have questions or concerns, please contact Rhonda Sims at (502) 564-4394. You may also contact CTB/McGraw-Hill's Kentucky Program Manager, Tammy Bullock at (606) 589-4509.